

NFAC #1913-81

## NATIONAL FOREIGN ASSESSMENT CENTER

WASHINGTON, D. C. 20505

DD/A REGISTRY  
FILE: *Pew-3*

Director

6 APR 1981

MEMORANDUM FOR: The Deputy Director for Administration  
The Associate Deputy Director for Administration

FROM : Director, National Foreign Assessment Center

SUBJECT : Commendation for [REDACTED]

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STATINTL. As you may know, when [REDACTED] came to NFAC the Directorate was in a period of transition. The recent leadership had not been very interested in administration or management, and the administrative structure of NFAC at the directorate level lacked energy. When I created the Planning, Management, and Evaluation Staff to reverse that trend, the DDA sent [REDACTED] to serve as Chief of the PMES Administrative Group. He has served NFAC well.

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2. Allen has provided strong, mature leadership, resulting in an energetic security education program, an aggressive and effective EEO/Affirmative Action program, and a new directorate-wide career development program. He has stimulated highly effective general administrative support at the directorate level, and has taken a strong hand in upgrading the quality of administrative support at the office level throughout NFAC. He has guided the NFAC-wide personnel management function through a period of very substantial change in Agency practices, and has served ably as a key adviser to the NFAC-wide career service board. He has developed an effective directorate-level records management program.

3. Allen has done all this with style and good humor. The people under his supervision admire him and have responded to his guidance with copious amounts of work. He has changed the attitudes of many in the directorate about what can be expected from an administrative staff, and he has represented the best professional standards of his home directorate. You should be proud to have him in your service, as we are to have had him as part of NFAC.

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[REDACTED]  
Bruce C. Clarke, Jr.